

# syncular.io

## Syncing developers & Clients



# MARTIN JURCEK

## Managing Director

One of our ultimate principles at Synculario is to maximize career potential for talented and passionate students and to prepare them for their future job. During the year 2021, we expect to welcome here the very best talents from Europe in various departments, including marketing, sales and human resources. Best of them will get the possibility of a remote job after the internship. A big plus of this opportunity is funding from EU Erasmus Grant.



 [jurcek@syncular.io](mailto:jurcek@syncular.io)



# Bianka Stullerova

## Internship Project Manager

Since I was the very first intern in the company and was able to exceed their expectations at the same time, Synculario offered me a brand-new created role Project Coordinator and decided to offer an internship to more students in 2021. Challenging scope, understandable career path and amazing people - these are the things, why I went for it! Will you be another one?



[stullerova@syncular.io](mailto:stullerova@syncular.io)

# WHO WE ARE

Synculario is a fast-growing IT outsourcing company, pairing up IT experts with clients, covering all areas of IT field including software & mobile development, infrastructure, project management and testing. Our parent's company is 26HOUSE, that implements ERP solutions for businesses.

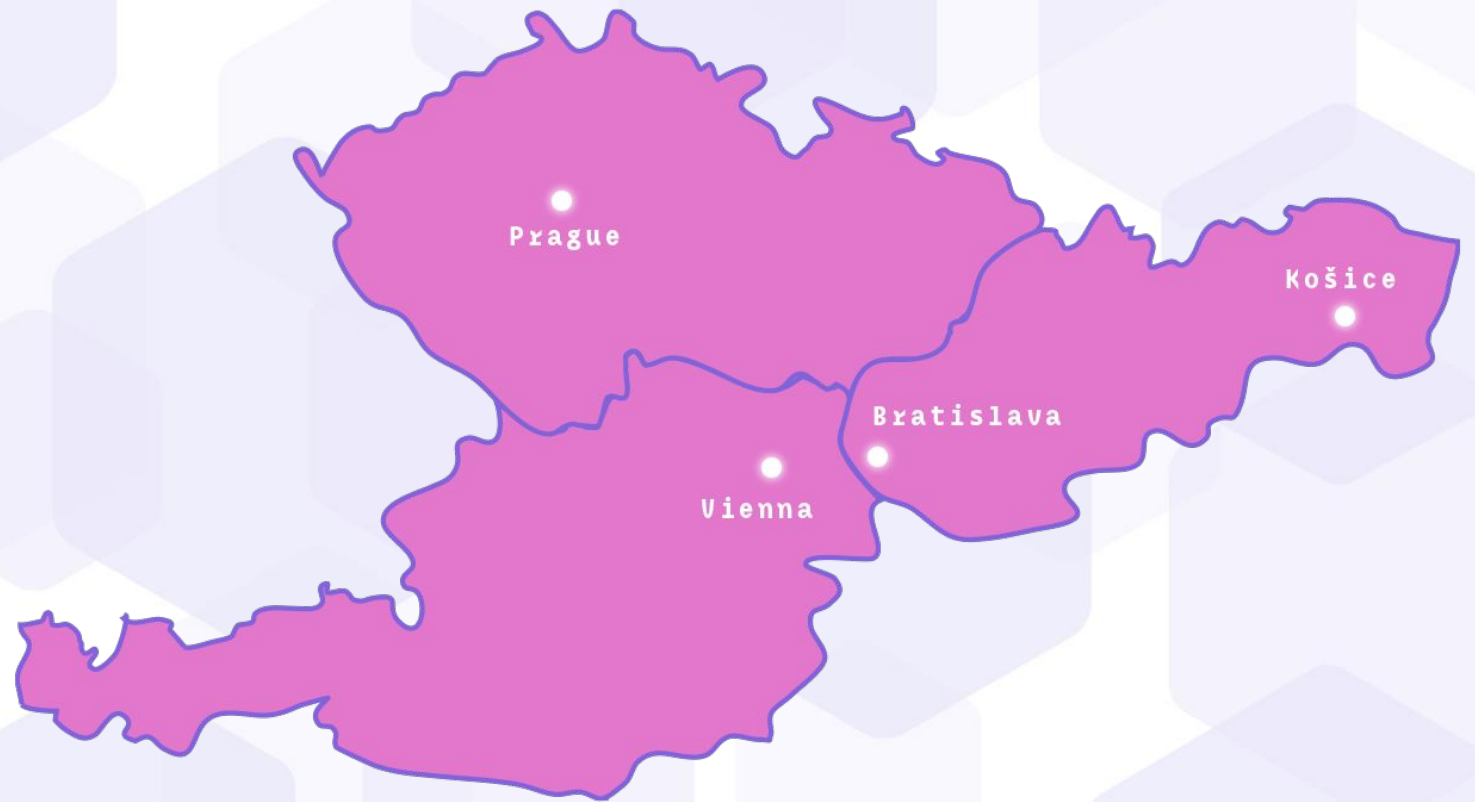


**Bratislava, Slovakia**



# REGIONS WE COVER

Our clients are based in Slovakia, Czechia and Austria.



# WHAT WE OFFER TO STUDENTS

Our aim is to provide relevant opportunities and experience to international students; therefore, we offer the possibility to cooperate with an experts from several fields in an extremely growing IT industry. In addition, we offer the possibility of remote job offer after the internship.





# WHAT DO WE OFFER TO YOU

- Inspiring environment and supportive supervisors
- Possibility to consult with experts from several field
- Informal work atmosphere, great and strong coffee, friendly young colleagues
- Personal development and skills improvement
- Help with applying for Erasmus+ grant
- Team buildings
- Workshops on regular basis



# INTERNSHIP OPPORTUNITIES





# synculario INTERNSHIP

## Web/SEO Strategist

Do you like working in the IT industry and creating website? Be our website content creator and help us to grow by optimizing our SEO.

### SCOPE

- Updating content at company website
- Performing keyword research
- Performing on-page SEO optimizations
- Collaborate with others within the marketing department to manage SEO strategy
- Make sure that the website content is compelling and high-quality
- Collaboration with other marketing team members on complex tasks
- Update content and website links for maximum optimization and search engine ranking
- Develop optimization strategies that increase the company's search engine results
- Analyzing data of the website, using Google Analytics
- Analyze the website visitors the behavior and suggest improvements
- Set measurable goals that demonstrate improvement in marketing effort

### REQUIREMENTS

- Time-oriented, great verbal, and written communication skills, customer relations, eye for detail
- Student of AP, Bachelor or Master Degree, preferably with a focus on Management, Human Resources, Psychology or any other related field
- Ability to work onsite in the office in Bratislava
- Relevant experience from the field is nice to have

SEND APPLICATION TO

Bianka Štullerová  
Internship Project Manager  
internship@syncular.io



### ABOUT SYNCULARIO

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#### We offer:

- Help with finding an accommodation
- Inspiring environment, consultations with experts from the field
- Informal work atmosphere, great and strong coffee, and friendly young colleagues.
- Help with funding from Erasmus+ grant

**Location:** Bratislava, Slovakia

**Language:** English

**Length:** 3 – 6 months

# synculario INTERNSHIP HR Support

Are you interested in gaining hands-on experience in HR and recruitment that will be useful for your future career? You have a chance to see how Synculario operates within the HR department and you can be part of that.

## SCOPE

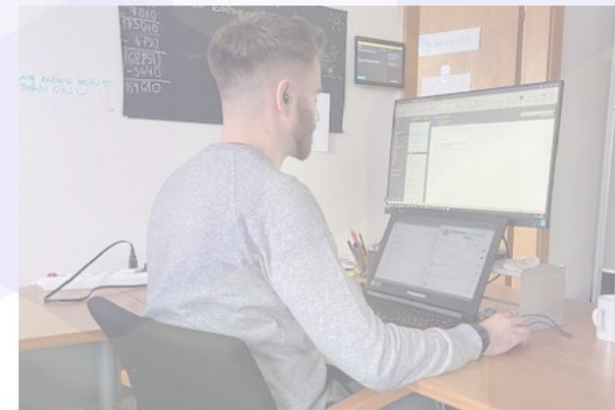
- Supporting human resources processes by administering tests, scheduling appointments, conducting orientation, maintaining records and information
- Substantiating applicants' skills by administering and scoring tests
- Welcoming new employees to the organization by conducting orientation
- Providing support to the Recruitment Team
- Sourcing relevant candidates through databases and social media
- Screening applications and helping with blind CVs preparation
- Communicating with potential candidates online and offline
- Organizing interviews with relevant candidates
- Maintaining quality service by following organization standards
- Working with internal CRM system Odoo and its database
- Administration support

## REQUIREMENTS

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# synculario **INTERNSHIP**

## Sales Support

Are you interested in broadening your experience in Sales that will be useful for your future career? You have a chance to be part of Synculario's highly skilled team under the supervision of senior Sales and Business development managers.

### SCOPE

- Carry out market research, Slovak market
- Work with internal system Odoo CRM
- Identifying key decision-makers and search their contacts
- Review Finstat and check company's "health" and preparing for the selection
- Generating Leads
- Updating Odoo
- Preparing and sending prospecting communication
- Preparation of Blind CVs
- Continuous hiring research, daily scanning of vacancies for IT professionals
- Focus on LinkedIn and job scanning of ongoing vacancies
- Administrative support upon the request from the Sales department
- Offer help in preparation and provide the support for preparing customer offers
- Attending regular meetings - short summary updates EOB

### REQUIREMENTS

- Time-oriented, great verbal, and written communication skills, customer relations, eye for detail.
- Student of AP, Bachelor or Master Degree, preferably with a focus on Management, Marketing, Sales, Human Resources, Psychology or any other related field.
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# synculario **INTERNSHIP** Graphic Designer

Are you interested in helping to develop the company's image and visual communication?

## SCOPE

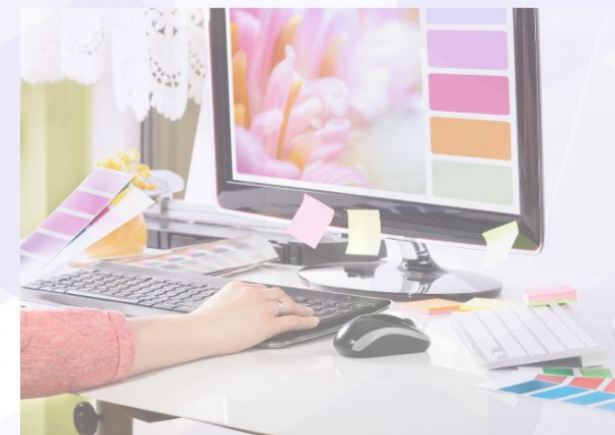
- Researching design briefs and establishing requirements
- Scheduling projects
- Conceptualizing of visuals based on requirements
- Preparing rough drafts and presentation of ideas
- Development of illustrations, logos, and other designs using software or by hand
- Usage of appropriate colors and layouts for each graphic
- Working with copywriters and creative director to produce a final design
- Test graphics across various media
- Retouching designs after feedback
- Ensuring final graphics and layouts are visually appealing and in accordance with the brand

## REQUIREMENTS

- Time-oriented, great verbal, and written communication skills, customer relations, eye for detail
- Student of AP, Bachelor or Master Degree, preferably with a focus on Multimedia design, web design, or any other graphic related field.
- Ability to work onsite in the office in Bratislava
- Relevant experience from the field
- Creative and openminded
- Willing to learn and develop your skills

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# synculario **INTERNSHIP**

## Social Media Content Creator

Would you like to participate on creating Synculario's digital identity & communication?

### SCOPE

- Creates marketing and social media campaigns and strategies
- Ensures brand consistency in marketing and social media messages by working with various company department members, including advertising, product development, and brand management
- Collects customer data and interactions and visits, plus uses this information to create comprehensive reports and improve future marketing strategies and campaigns
- Reports progress to the marketing management
- Grows and expands company social media presence into new social media platforms, plus increases presence on existing platforms including Facebook, LinkedIn, and Instagram
- Researches and monitors the activity of company competitors
- Creates and distributes engaging written or graphic content in the form of newsletters, web page, and blog content, or social media messages

### REQUIREMENTS

- Time-oriented, great verbal, and written communication skills, customer relations, eye for detail
- Student of AP, Bachelor or Master Degree, preferably with a focus on Marketing Management, International sales
- Ability to work onsite in the office in Bratislava
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# synculario **INTERNSHIP**

## **Copywriter**

Do you like writing and are you creative and analytic type at the same time? Be our copywriter to help us grow our content.

### **SCOPE**

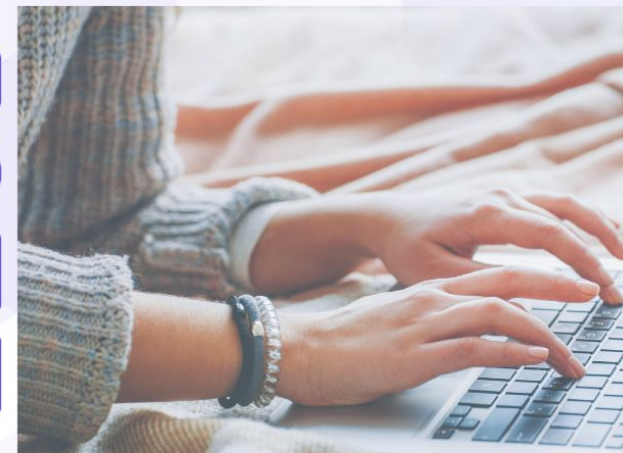
- Writing, reviewing content for company websites, blogs, marketing materials, etc.
- Conducting research and interviews to learn more about current trends, developments, and perceptions about the subject matter, and then contextualizing your findings
- Assisting the creative team with the design of promotional materials
- Performing keyword research
- Collaborate with others within the marketing department to manage SEO strategy and make the content consistent
- Write compelling and high-quality website content, including blog posts, articles, etc..

### **REQUIREMENTS**

- Time-oriented, great verbal, and written communication skills, customer relations, eye for detail
- Student of AP, Bachelor or Master Degree, preferably with a focus on Marketing Management, International Sales, Journalist or any other related fields.
- Ability to work onsite in the office in Bratislava
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# synculario **INTERNSHIP** Process Improvement Analyst

Do you like coming up with ideas for improvements, changes that might be needed to implement? Then join our team as Process Improvement Analyst!

## SCOPE

- Perform data gathering, root cause analysis and performance trending in order to develop appropriate process control changes.
- Ability to Develop process improvement procedures to improve operational efficiency.
- Knowledge how to analyze current process standards and provide solutions for improvements.
- Prepare current process reports, trends and give appropriate recommendations and conclusions.
- Implementing new strategies
- Update and maintain documentation on process improvements and process performance

## REQUIREMENTS

- Time-oriented, great verbal, and written communication skills, customer relations, eye for detail
- Student of AP, Bachelor or Master Degree, preferably with a focus on Marketing Management, International Sales, Journalist or any other related fields.
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# LEADERSHIP ACADEMY

## Marketing Project Coordinator

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Internship Project Manager  
internship@syncular.io

### ABOUT THE POSITION

Our Internship Program allows talented students, who apply for any of our internship positions to have a chance of a great opportunity to participate in the Online Assessment Center (AC), where a "winner" will be chosen. The winner will get the position of Marketing Project Coordinator.

This program gives you a fantastic chance to see how the company works from a strategic point of view and participate in various tasks within the Marketing Department.

On top of that, you will be coordinating a team of other Interns within the Marketing Department. You will be working very closely with Marketing Lead, Recruitment Lead, and facing the challenges from the Managing Director.

- Do you think you have the natural talent to lead people?
- Do you like to face challenges?
- Do you like being pushed to the edge?
- Are you self-motivated?
- Want to have an opportunity to be a leader at your internship?

Give it a chance and sign-up for the AC, where you will be facing other skilled students, complicated tasks, and tricky situations that our team has prepared for you.

You might not win, but you will get useful experience by participating in the AC.

### REQUIREMENTS

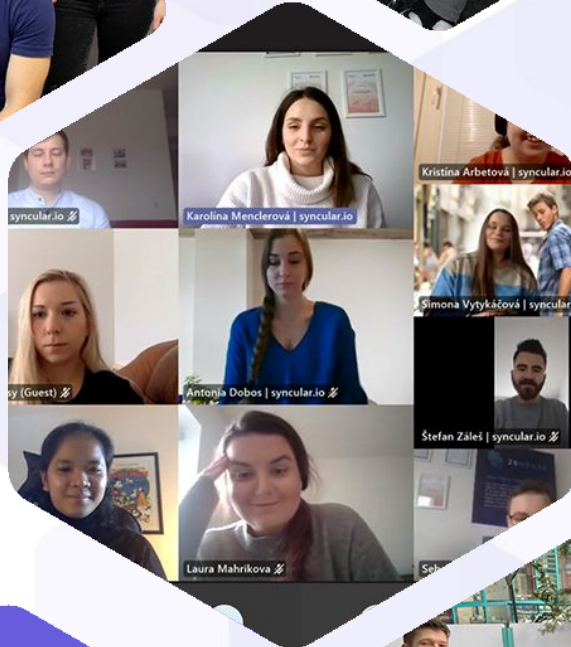
- Strong commitment to excellence
- Interest in professional growth
- Outstanding performance
- Excellent written and verbal communications skills
- Team player with the ability and willingness to multitask and help other team members as required
- Strong project management and organizational skills
- Take on ad-hoc projects as needed
- Stress handling and ability to work under the pressure

### YOUR TASKS

- Planning and distributing tasks
- Leading interns to fulfill the tasks
- Planning and organizing regular meetings
- Coming up with ideas for improvements
- Setting up goals, making sure of the progress
- Motivating interns and tracking performance
- Planning teambuilding activities







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